

## SCHEDULE

*Monday, October 22*

**8:30-9:30 AM**

Registration—Lobby of Departmental Auditorium, between the Department of Labor and the Interstate Commerce Commission on Constitution Avenue between 12th and 14th Streets, N.W., Washington, D. C.

**9:30-12:00 noon**

Morning Session—Departmental Auditorium

**12:00 noon-2:00 PM**

Luncheon Recess

**2:00-5:00 PM**

Meetings with Agency groups

**6:30-7:30 PM**

Social Hour, Statler-Hilton Hotel, Mezzanine floor

**8:00-10:00 PM**

Banquet, Statler-Hilton Hotel

*Dress is informal for the  
Social Hour and Banquet*



THE  
NATIONAL DEFENSE  
EXECUTIVE RESERVE



**"MISSION--PREPAREDNESS"**

Third  
National Training Conference  
Monday - October 22, 1962  
Washington, D. C.

TO: National Defense Executive  
Reservists

I earnestly solicit your attendance at the October 22 Conference of the National Defense Executive Reserve.

In planning the Conference the Office of Emergency Planning and the Departments and Agencies maintaining Executive Reserve units have endeavored to assure a worthwhile experience for Reservists who will be attending from all parts of the country. The President shares the hope that this Conference can contribute to our total preparedness effort.

It is our plan to devote the morning session to briefings on the international situation, our general defense posture, and the broad outlines of the Reservists' role in government in an emergency. The speakers will include Secretary of State Dean Rusk and Secretary of Commerce Luther Hodges.

In the afternoon, Reservists will meet separately with representatives of the Departments and Agencies to which they are attached, for specific information on the types of emergency assignments they would be called upon to perform.

The Conference will close with a social hour and banquet at the Statler-Hilton Hotel.

Your attendance will be a major contribution to the success of the Conference.

EDWARD A. McDERMOTT  
Director  
Office of Emergency Planning

## ADVANCE REGISTRATION

Registration will be in advance by mail. Fill out the enclosed registration card and mail it immediately. Advance registration closes October 15th. You will receive a receipt confirming your registration. **IMPORTANT:** You must present this receipt at the NDER Advance Registration Desk to receive your credentials and registration kit. Address all advance registrations and inquiries to:

Miss Florence Sanders  
NDER Conference  
Suite 26  
5520 Connecticut Avenue, N.W.  
Washington 15, D. C.

## REGISTRATION DESK

If you arrive in Washington on Sunday, please pick up your registration credentials and kits at the Statler-Hilton Hotel—Mezzanine Floor—between 10:00 AM and 8:00 P.M. On Monday, they may be picked up at the Departmental Auditorium Lobby.

## ADDITIONAL INFORMATION

An information center has already been established for the NDER Conference. If you have any questions, call Washington, D. C. Telephone: 362-2338 (area code 202).

During the conference information booths will be adjacent to the registration desks on the mezzanine floor of the Statler-Hilton Hotel and at the Departmental Auditorium.

## HOTEL

### ACCOMMODATIONS

Please complete the enclosed Hotel Reservation Form.

Invitations to the NDER Conference are not transferrable and are for the registrant's use only. Only registrants and official guests will be authorized to attend the social hour and banquet.

To arrange for your attendance at the NDER Conference:

1. Fill out and mail the enclosed Advance Registration Card.
2. Fill out and mail the enclosed Hotel Reservation Card.
3. Make your transportation reservations.

## PARTICIPATING AGENCIES

Office of Emergency Planning  
Office of Secretary of Defense  
Department of the Army  
Department of the Navy  
Department of the Interior  
Department of Commerce  
Business and Defense Services Administration  
Department of Labor  
Federal Communications Commission  
General Services Administration  
Housing and Home Finance Agency  
Interstate Commerce Commission  
Small Business Administration  
United States Information